

Code: 1588  
Administrative Service  
Statistical, Technical and Mercantile Group  
Purchasing and Supply Series

CLASS TITLE: **Procurement Control Officer**

CHARACTERISTICS OF THE CLASS: Under general supervision, monitors procurement activities for a small City department or agency; and performs related duties as required.

EXAMPLES OF DUTIES: Coordinates the procurement of materials, equipment and supplies; identifies and prioritizes departmental procurement requirements; verifies the accuracy, correctness and funding availability of procurement requests; interviews vendors to obtain product, price and delivery information; may supervise field site personnel engaged in the receipt, control and disbursement of materials, equipment and supplies; coordinates and participates in the checking and verification of vendor invoices; approves invoices for payment; ensures procurement activities conform to established City policies and procedures; notifies field site personnel of changes or modifications to procurement policies; maintains requisitions and vendor information reports.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience. One year of experience in the oversight and procurement of a variety of materials and supplies or an equivalent combination of training and experience.

Knowledge, Abilities and Skill. Good knowledge of procurement policies and procedures used by the City. Good knowledge of general commodities and services used by the City. Good knowledge of departmental rules and regulations.

Ability to coordinate procurement activities and identify procurement requirements. Ability to maintain accurate records. Ability to work with a variety of individuals on all levels.

Working skill in monitoring and controlling procurement activities. Working skill in interpreting and applying procurement policies. Good oral and written communication skills.

March, 1991